MEMORANDUM FOR: Chief, Classification Review Division

FROM: Chief, CRD/Operations Branch

SUBJECT: Status Report on the Classification
                 Review of the OSS Collection

1.   The OSS permanent records collection originally totalled
3,308 cu ft of records. The classification review of these records, to
                                                    As of 30 June 1980,
prepare them for accessioning to NARS, began in January 1979. ~~Toxabxx~~
the OSS Review Team, originally 15 reviewers recently reduced to 13, has
reviewed a total of 1,209 cu ft or 36% of the total. Of the 1,209 cu ft reviewed,
85 cu ft or 7.03% have been withheld from declassification. Since the Team
~~has~~ reviewed just over one-third of the collection in 18 months one might
assume that, all things being equal, they could complete the other two-thirds
in just under three years. In fact however, the average monthly productivity
has increased from 45.8 cu ft during the period January-June 1979 to 93.6 cu ft
during the period January-June 1980. It appears that the Team has now hit
its stride and will continue to produce at the present rate but this doubling
of the monthly rate does not necessarily mean that they will complete the
review in half the three years cold statistics would indicate. Some reservations
must be kept in mind. They could run into a disproportionately high percentage
of material ~~xixbux~~ which is time consuming to review, or additional permanent
                           and these are only
OSS records may be found, ~~and~~ two of the variables difficult to predict at
this time.

2.   Based on the above calculations and comments, we estimate that
the Team will complete the OSS review by mid-1982 particularly if the team
strength is rebuilt to 15 members.

3.   The OSS Review Team has normally consisted of 15 members working
as independent contractors on this unique collection of records. As such
they get the job done at less expense to the U.S. Government on a per-man
basis than if staff officers were used. Each team member receives a flat
$11,750 per year except the two original OSS reviewers with longest experience
                         They work 20 hours per week.
~~who~~ each receive $12,750 per year. All the Team members have extensive
intelligence experience, some including service in the OSS, and some members
have been reviewing OSS material since 1972. They have received rather
extens~~ive~~ oral

guidelines, which ~~information~~ requires continued protection. They have also

been familarized with DO perspectives and requirements through numerous

meetings with DO/IMS personnel. Today, the OSS Review Team represents the

most cost effective, effecient, and secure instrument available to conduct

the classification review of the OSS permanent records collection.

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